Introduction

This chapter presents some of the setup options found under **Tools > Options** on the Menu bar (**LibreOffice > Preferences** on macOS). Additional options, and more details about those given here, are covered in the Help and in Chapters 2 (Setting up LibreOffice) and 14 (Customizing LibreOffice) in the *Getting Started Guide*.

This chapter also describes some common customizations to menus, toolbars, and keyboard shortcuts. Other customizations are made easy by extensions that you can install from the LibreOffice website or from other providers.

LibreOffice options

This section covers some of the settings that apply to all the components of LibreOffice and are of particular interest to users of Calc. Other general options are discussed in Chapter 2, Setting up LibreOffice, in the *Getting Started Guide*.

1) Choose **Tools > Options** to open the Options dialog. The list on the left-hand side varies depending on which LibreOffice component is open. The illustrations in this chapter show the list as it appears when Calc is open.

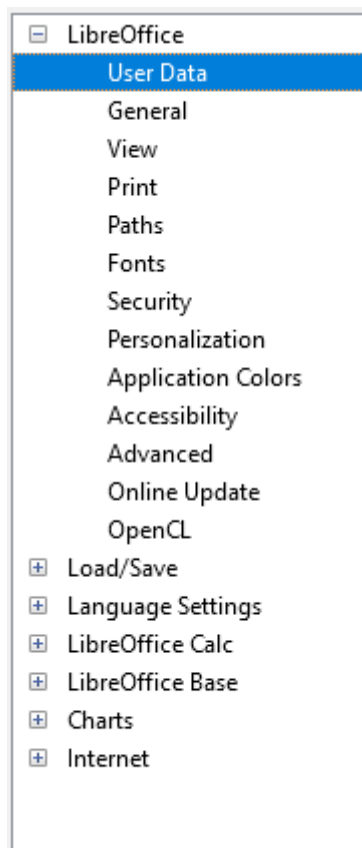2) Click the expansion symbol (+ or triangle) next to *LibreOffice*. A list of subsections drops down.

Figure 473: LibreOffice options